

SECRET
(When Filled In)

FITNESS REPORT				EMPLOYEE SERIAL NUMBER									
				026090									
SECTION A													
1. LAST NAME KEENAN, Thomas J.		2. FIRST NAME (First) (Middle)	GENERAL										
3. OFFICIAL POSITION TITLE Operations Officer		4. DATE OF BIRTH 29 Jun 1930	5. SEX M	6. GRADE GS-11									
7. OFF/DIR/DP OF ASSIGNMENT DDP WH 3		8. CURRENT STATION Mexico City											
9. CHECK (X) TYPE OF APPOINTMENT													
<table border="1"> <tr> <td>CAREER</td> <td>RESERVE</td> <td>TEMPORARY</td> </tr> <tr> <td colspan="3">CAREER-PROVISIONAL (See Instructions - Section C)</td> </tr> <tr> <td colspan="3">SPECIAL (Specify)</td> </tr> </table>					CAREER	RESERVE	TEMPORARY	CAREER-PROVISIONAL (See Instructions - Section C)			SPECIAL (Specify)		
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<table border="1"> <tr> <td>INITIAL</td> <td>REASSIGNMENT SUPERVISOR</td> </tr> <tr> <td>XX ANNUAL</td> <td>REASSIGNMENT EMPLOYEE</td> </tr> <tr> <td colspan="2">SPECIAL (Specify)</td> </tr> </table>					INITIAL	REASSIGNMENT SUPERVISOR	XX ANNUAL	REASSIGNMENT EMPLOYEE	SPECIAL (Specify)				
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11. DATE REPORT DUE IN D.P. 30 November 1963													
12. REPORTING PERIOD (From to) 1 October 1962 - 30 September 1963													
SECTION B PERFORMANCE EVALUATION													
<p>W - Wash Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counselling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.</p> <p>A - Adequate Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.</p> <p>P - Proficient Performance is more than satisfactory. Desired results are being produced in a proficient manner.</p> <p>S - Strong Performance is characterized by exceptional proficiency.</p> <p>O - Outstanding Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.</p>													
SPECIFIC DUTIES													
<p>List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).</p>													
SPECIFIC DUTY NO. 1 Complete responsibility of a highly sensitive, unilateral technical operation which involves supervision of twenty-five agents, including one senior (GS-13) career agent.				RATING LETTER S									
SPECIFIC DUTY NO. 2 Supervisory responsibility for a technical and investigating operation targeted primarily against the local Soviet official delegation. (Supervision of 11 agents.)				RATING LETTER S									
SPECIFIC DUTY NO. 3 Supervisory responsibility for a unilateral investigation and surveillance team which is employed on the majority of sensitive assignments for the Station.				RATING LETTER B									
SPECIFIC DUTY NO. 4 Field support for a sensitive continuing provocation operation targeted against the Cuban Government.				RATING LETTER P									
SPECIFIC DUTY NO. 5 Alternate (to COS) case officer for a LAURICLE project of continuing importance; also alternate case officer for an important technical support project.				RATING LETTER S									
SPECIFIC DUTY NO. 6 Preparation of necessary memoranda, dispatches, project actions and other correspondence attendant to the operations assigned.				RATING LETTER P									
OVERALL PERFORMANCE IN CURRENT POSITION													
<p>Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.</p> <p>21 NOV 1963</p>													
				RATING LETTER S									

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SECTION C		NARRATIVE COMMENTS									
<p>Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.</p> <p>Subject's duties and responsibilities involve management and supervision of some of this Station's most successful and most sensitive operations. The fact that Subject has responsibilities comparable to any officer up to four grades higher than his speaks for the trust COS has in him and for his continued exceptionally proficient performance.</p> <p>Subject has adequate Spanish; his performance continues to be excellent in every sense. He is dedicated and a hard worker.</p> <p>It is recommended that Subject be promoted to GS-12.</p>											
<p>1. SECTION D CERTIFICATION AND COMMENTS</p> <p>1. BY EMPLOYEE I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT</p> <table border="1"> <tr> <td>DATE 23 October 1963</td> <td>SIGNATURE OF EMPLOYEE /S/ Thomas J. Keenan</td> </tr> </table> <p>2. BY SUPERVISOR MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 43 IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION</p> <table border="1"> <tr> <td>DATE 23 October 1963</td> <td>OFFICIAL TITLE OF SUPERVISOR Chief of Station</td> <td>TYPED OR PRINTED NAME AND SIGNATURE /S/ Winston M. Scott</td> </tr> </table> <p>3. BY REVIEWING OFFICIAL COMMENTS OF REVIEWING OFFICIAL</p> <table border="1"> <tr> <td>DATE 13 NOV 1963</td> <td>OFFICIAL TITLE OF REVIEWING OFFICIAL e/wb</td> <td>TYPED OR PRINTED NAME AND SIGNATURE J. P. White</td> </tr> </table>				DATE 23 October 1963	SIGNATURE OF EMPLOYEE /S/ Thomas J. Keenan	DATE 23 October 1963	OFFICIAL TITLE OF SUPERVISOR Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE /S/ Winston M. Scott	DATE 13 NOV 1963	OFFICIAL TITLE OF REVIEWING OFFICIAL e/wb	TYPED OR PRINTED NAME AND SIGNATURE J. P. White
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